



## CITY OF ROSEMEAD Invites your interest for the position of **DIRECTOR OF COMMUNITY DEVELOPMENT**

**EVOLVE FOR  
THE FUTURE**

INCORPORATED 1959

The City of Rosemead offers an outstanding career opportunity for a highly experienced leader with a robust focus on delivering results, to serve as the Director of Community Development. If you are interested in this exciting and challenging opportunity, please apply online at [www.cityofrosemead.org](http://www.cityofrosemead.org).

### **THE COMMUNITY**

The City of Rosemead was incorporated as a general law City in 1959. The City has a population of 54,363 and approximately 1,446 businesses in an area of 5.2 square miles. The City is part of the San Gabriel Valley, about 13 miles east of downtown Los Angeles, 50 miles west of San Bernardino County, and 36 miles north of Orange County. The City contracts services, such as police, sanitation, tree maintenance, building and safety, and information technology. Fire and Library services are provided by Los Angeles County. The City offers a desirable and affordable community to live in and a dynamic expanding business sector that is an economic growth engine for West Coast commerce.

### **THE ORGANIZATION**

The City of Rosemead operates under a Council-City Manager form of municipal government. The City Council consists of five members elected at large for overlapping four-year terms. The City Council appoints the City Manager, City Attorney, and City Clerk. The City's total operating budget for FY 2021-22 is approximately \$35 million (the General Fund budget is almost \$26 million) with approximately 52 full-time employees and 77 part-time employees. Today, the City boasts that its goals include the improvement of quality of life offered in Rosemead in a business-friendly atmosphere conducive to continued economic growth and prosperity.

### **THE DEPARTMENT**

Committed to providing excellent service to internal and external customers, the Community Development Department is comprised of Planning, Economic Development, Building & Safety, Business Licensing, and Film Permits. The Department helps guide the orderly development of the community and ensures that new development is attractive and compatible with the surroundings and consistent with the City's codes and policies. The Department's primary roles include the day-to-day administration of the City's land use regulations, building permit review, and creation of a vibrant and stable local business community, while implementing the City's General Plan and ensuring compliance with the Zoning Code and other City and State regulations. The Department consists of five staff members, including the Director of Community Development and Building Consultants.

### **THE POSITION**

Through the leadership of the City Manager, the Director of Community Development plans, directs, and coordinates the Community Development Department activities, including, planning, building, business licensing, redevelopment, and economic development to achieve City objectives. The Director manages assigned department staff and assures that department activities are in compliance with State and Federal regulations and City policies, procedures, and goals.

## ESSENTIAL JOB FUNCTIONS

- Directs the Community Development Department through effective planning, staff management, and resource allocation; manages activities to achieve the City's community development objectives.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Selects, trains, motivates, and evaluates Community Development Department staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Plans, directs, and coordinates the Community Development Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Establishes both general policies and specific goals and objectives in the design and implementation of the City's redevelopment and economic development programs in conjunction with the City Manager; coordinates, researches, and evaluates both projects and programs that will enhance and preserve the City's housing stock and economic base; oversees the negotiation and preparation of contractual agreements necessary for the implementation of the City's economic development and redevelopment.
- Manages and participates in the development and administration of the Community Development Department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs the preparation of and implements budgetary adjustments as necessary.
- Administers grants and other funded programs; oversees the maintenance of City databases including demographics, census, economic, and land use data.
- Represents the Community Development Department to other City departments, elected officials, and outside agencies; explains and interprets Community Development Department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Confers with and serves as advisor to the City Manager on departmental policies, strategies, and programs that promote quality and economic vitality; coordinates divisional activities with other departments and public and private agencies.
- Plans, designs, and implements redevelopment plans and site-specific development and economic development strategies and programs; improves and expands the community's affordable housing stock; facilitates and develops urban design and landscaping programs, financing of public/private development and infrastructure projects and analyzes public real estate transactions.
- Assists property owners, businesses, and developers in the City's development process, which includes: site selection evaluation and review, project and/or program negotiations, land assembly and relocation, financial assistance and analysis and contract and/or code compliance.
- Makes oral presentations to City Council and Planning Commission.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of planning, building and code inspection, redevelopment, and business development.
- Supports the relationship between the City of Rosemead and the constituent population by demonstrating courteous and cooperative behavior when interacting with visitors and City staff;

maintains absolute confidentiality of work-related issues, client records, and City information; performs other duties as required or assigned.

## THE IDEAL CANDIDATE

The City of Rosemead seeks a local government professional with land-use, building and safety, and planning background to oversee the Community Development Department. The ideal candidate is a politically astute, confident leader, with excellent presentation and communication skills and will have the ability to effectively present to City Council, the community, and stakeholders.

The successful candidate will be a highly engaged leader with exceptional management skills, committed to motivating, coaching, and supporting an excellent department staff, will be team-oriented and a leader who cultivates a learning work environment. The Director will join a collaborative and supportive executive team and will bring that collaborative approach to her/his work with other departments, staff, and the development community.

## REQUIRED EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited college or university with a degree in Urban Planning, Public Administration, Business Administration, or a related field; AND seven years of comprehensive management level experience in municipal planning, building, economic development, or redevelopment, including two years as a division manager or one year as department head. A Master's Degree in a related field is preferred.

## LICENSE AND CERTIFICATION REQUIREMENTS

Must possess or have the ability to obtain a valid class C California's Driver's License and a satisfactory driving record.

## COMPENSATION

The monthly salary range for this position is \$11,487 - \$14,933, plus 6% Management Incentive Pay above the base salary; placement within this range is dependent upon experience and qualifications. The City offers a comprehensive benefits package and a 4/10 work schedule. For more information on employee benefits, **please click here** to visit the City's benefits page.

## SELECTION PROCESS

Complete application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. A complete application packet must include a cover letter, resume, and completed City of Rosemead online application. Resumes will not be accepted in lieu of City applications.

## HOW TO APPLY

For an opportunity to work for an outstanding, dynamic, and progressive City committed to public service and quality programs, please visit our website at **[www.cityofrosemead.org](http://www.cityofrosemead.org)** and apply online. A cover letter, resume, and complete online application are required. The City of Rosemead is an Equal Opportunity Employer.

**Filing Deadline: Open until filled.**

**First Review Date: Thursday, May 12, 2022**



If you have any questions, please contact Karina Rueda, Human Resources Manager, at (626) 569-2145, or via email at [krueda@cityofrosemead.org](mailto:krueda@cityofrosemead.org).